

	<b>OFFICE OF MARINE AND AVIATION OPERATIONS</b>	POLICY	VERSION	
		0319	1.0	
	AUTHORIZED BY:  /s/ RADM David A. Score, NOAA  <hr/> RADM David A. Score Director, Office of Marine and Aviation Operations	EFFECTIVE DATE	June 9, 2014	
		REVIEW DATE	June 9, 2017	
	RESPONSIBLE POSITION	Manager, NOAA Dive Program		

## PARTICIPATION BY SCHOLARSHIP RECIPIENTS IN THE NOAA DIVING PROGRAM

### 1. PURPOSE

- 1.1. This policy outlines the requirements for recipients of National Oceanic and Atmospheric Administration (NOAA) funded scholarships and fellowships (hereafter referred to as "fellowship recipients" participating in the NOAA Diving Program).

### 2. SCOPE

- 2.1. This policy applies to all fellowship recipients conducting dives in support of NOAA missions.

### 3. POLICY

#### 3.1. Authority to Accept Voluntary Service from Fellowship Recipients

NOAA has the authority to accept voluntary service from fellowship recipients under 16 U.S.C. § 742f. Department of Commerce Administrative Order (DAO) 202-311, defines voluntary service as "service provided by any person on their own initiative without a formal request from the United States Government through an authorized appointing officer." Volunteers meeting these requirements are considered employees of NOAA and as such are provided protection under the Federal Tort Claims Act (FTCA) 28 U.S.C. § 2671 et seq. and Federal Employees' Compensation Act (FECA) 5 U.S.C. § 8101 et seq., to the extent provided by law.

#### 3.2. Requirements for Fellowship Recipients from Programs with NOAA Diving Reciprocity

- 3.2.1. Fellowship recipients wishing to participate in official dives with the NOAA Diving Program and who are currently authorized divers in a diving program with whom NOAA has reciprocity for diving, may utilize a Letter of Reciprocity (LOR) to document their diving credentials.
- 3.2.2. The following additional requirements must be met:
- A. Review of a Diving Physical by the NOAA Diving Medical Officer.
  - B. Review NOAA Diving Policy presentation.
  - C. Successful completion of NOAA-specific dive training (e.g., RASS, line tending, gas consumption, NOAA Diving standards and policies).
  - D. Successful completion of skills demonstration and checkout dive(s) with a NOAA Unit Diving Supervisor (UDS) or designee.
  - E. Documentation of current annual service for any personally owned dive gear to be used on NOAA Diving operations.

3.3. Requirements for Fellowship Recipients who are unaffiliated with a recognized diving program or who are from programs without NOAA Diving Reciprocity

Fellowship recipients wishing to participate in official dives with the NOAA Diving Program and who are unassociated with any diving program or associated with a diving program without NOAA Diving reciprocity may participate in official NOAA Diving Program operations if the following requirements are met:

- A. Documentation of dive training to include Basic Openwater, Advanced Openwater, and Rescue Diver from a nationally recognized diving instruction entity.
  - B. Approval of a Diving Physical by the NOAA Diving Medical Officer.
  - C. Successful completion of the NOAA Diving Program Initial Swim Test.
  - D. Current certification in Adult CPR, First Aid, Adult Automated External Defibrillator (AED), and Oxygen Administration.
  - E. Score of at least 80% on the NOAA Diving Written Examination.
  - F. Successful completion of NOAA-specific dive training (e.g., pool skills demonstration, RASS, line tending, gas consumption, NOAA Diving standards and policies). Administered by NOAA Trainer.
  - G. Successful completion of Checkout Dive(s) with a NOAA Trainer, UDS or designee.
  - H. Documentation of current annual service for any personally owned dive gear to be used on NOAA Diving operations.
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## 4. RESPONSIBILITIES

### 4.1. NOAA Unit Diving Supervisor

- 4.1.1. Reviews documentation from the applicant for compliance with minimum requirements.
- 4.1.2. Inspects fellowship diver's equipment for proper operating condition and conformity with NOAA equipment requirements, reviews maintenance records, and replaces items not considered serviceable with other equipment provided by the diver or with NOAA equipment.
- 4.1.3. Administers or delegates administration of the written examination and conducts, or delegates authority to conduct, checkout dive.
- 4.1.4. Forwards documentation to LODO/SODO along with recommendation.
- 4.1.5. Approves individuals to supervise volunteer diving activities.

### 4.2. NOAA Line/Staff Office Diving Officer

- 4.2.1. Reviews documentation and recommendation from the UDS and forwards to the DPM along with LODO/SODO recommendation.

### 4.3. NOAA Diving Program Manager

- 4.3.1. Reviews documentation and recommendation from the UDS and LODO/SODO and makes final decision on acceptance of candidate.
- 4.3.2. Reports decision to LODO/SODO and UDS in writing within 10 days of receipt of package from LODO/SODO.

### 4.4. NOAA Diving Medical Officer

- 4.4.1. Shall review and/or approve diving physicals from fellowship divers.
- 4.4.2. Shall notify the appropriate LODO/SODO and UDS of fellowship divers who are medically authorized to participate in NOAA diving operations.

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## 5. DEFINITIONS

NOAA Unit Diving Supervisors	NOAA divers appointed by a NOAA Line/Staff Office (LO/SO) Diving Officer to oversee, direct, and approve diving activities conducted within their respective LO/SO unit and to administer to the needs of assigned divers.
NOAA Line/Staff Office Diving Officers	Individuals appointed to oversee and direct diving activities within specific NOAA LO/SOs and to serve on the NDCSB.
NOAA Diving Program Manager	Individual responsible for managing the day-to-day affairs of the NOAA Diving Program and serving as the ranking NOAA diving official for matters relating to the interpretation and application of the NOAA diving regulations, policies, and procedures.
NOAA Diving Medical Officer	Health care provider assigned to the NDP to provide medical care and advice in support of the NDC and NDP.
NOAA Trainer	Individual authorized by the NOAA Diving Program to provide NOAA-specific instruction to divers who have been previously certified by a nationally recognized diving entity.

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## 6. AUTHORITY

Department of Commerce, Department Organization Order 25-5, Section 5.05

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## 7. NOTES

Reference: DoC OGC guidance on volunteer status for FTCA and FECA purposes under NOAA programs

Effect on Other Documents: None.

Distribution: Deputy Assistant Administrators for Operations of all Line and Staff Offices which utilize NOAA divers, All NOAA divers.

DOCUMENT HISTORY		
Version	Description of Change	Effective Date
1.0	Initial Document.	6/9/2014